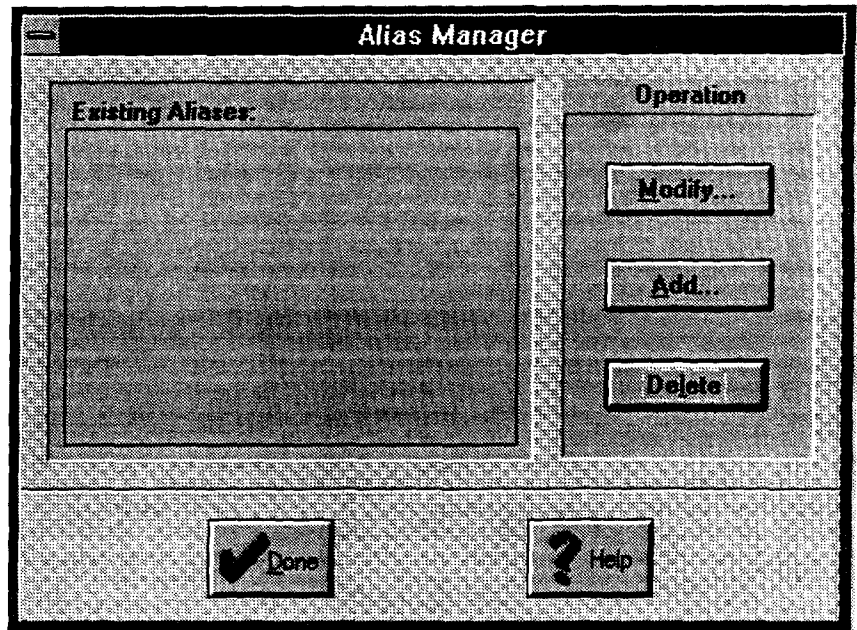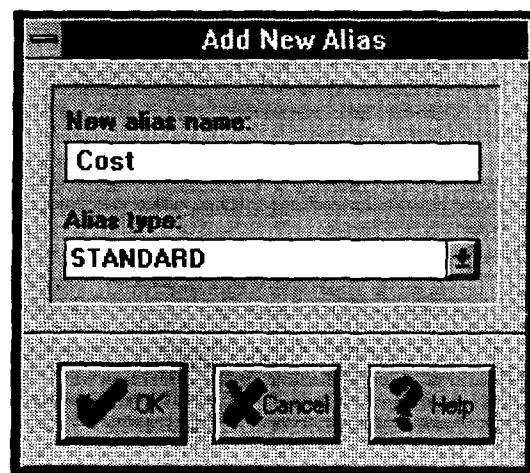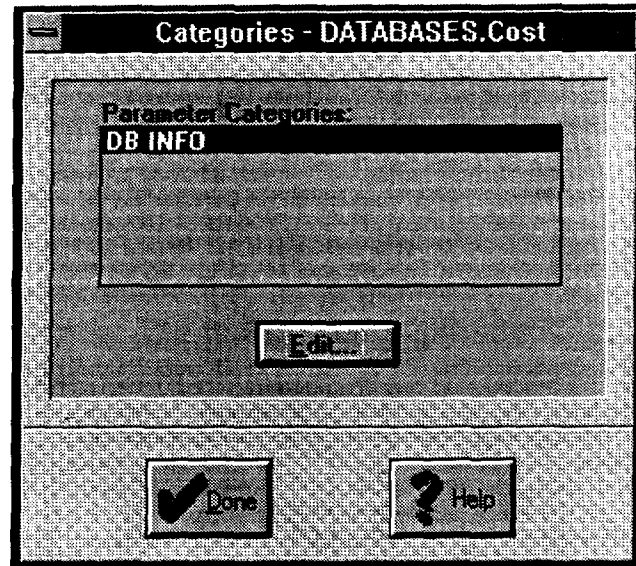7. Select the Add button.

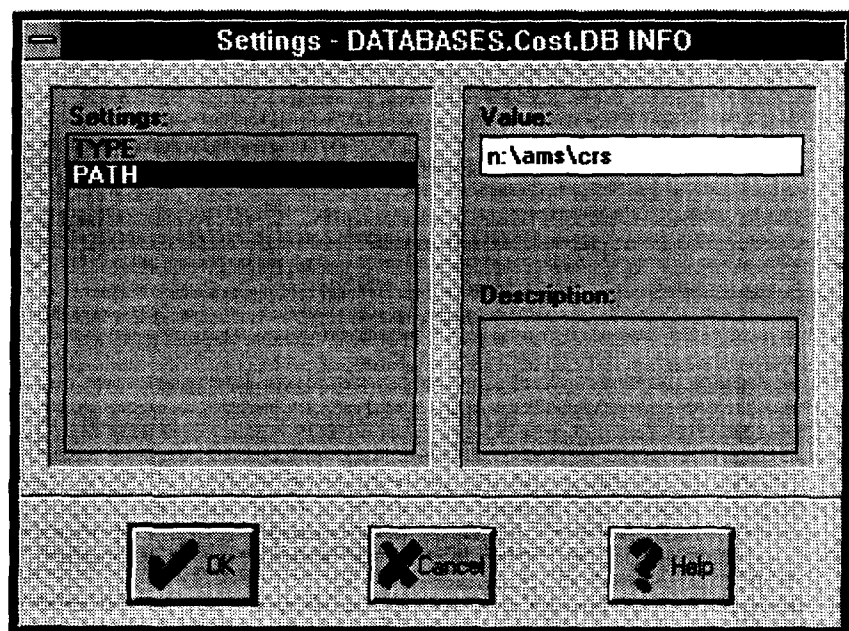8. In the New alias name field, enter: Cost. Select the OK button.

9. Select the Edit button.

10. Select PATH and in the box Value enter: n:\ams\crs.

11. Select OK and then Done.

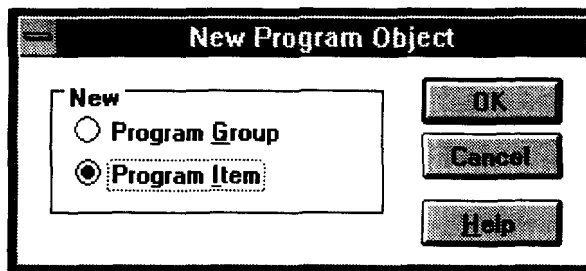Cost Reporting System - Installation Instructions

12. Repeat steps 7 through 11 creating an alias called CRSUser with a path location of C:\CRS

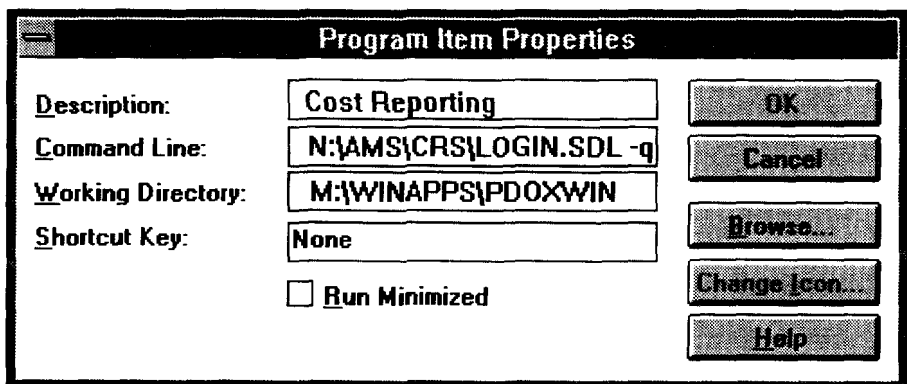13. Exit the ODAPI Configuration Utility saving where prompted to do so.

4   Add CRS Icon to Desktop

The Cost Reporting System application can be launched from Windows. In order to add the icon, perform the steps listed below. *Please note that the directory locations indicated in the following section may change. In order to ensure proper configuration, the user should contact their network administrator to verify the directory locations before proceeding.*
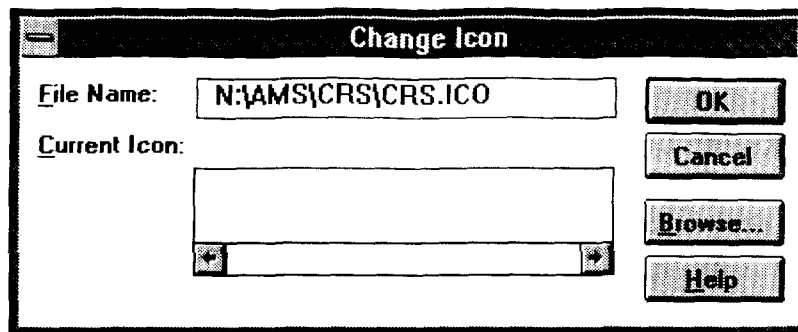
1. On your Windows desktop, select File New.

2. Select the Program Item option and select OK.

```
┌──────────────────────────────────────────┐
│  ─        New Program Object               │
├──────────────────────────────────────────┤
│  ┌─New──────────────────┐   ┌──────────┐  │
│  │  ○ Program Group      │   │   OK     │  │
│  │  ◉ Program Item       │   └──────────┘  │
│  │                       │   ┌──────────┐  │
│  └──────────────────────┘    │  Cancel  │  │
│                              └──────────┘  │
│                              ┌──────────┐  │
│                              │   Help   │  │
│                              └──────────┘  │
└──────────────────────────────────────────┘
```

3. In the Description field enter: Cost Reporting. In the Command Line field enter: N: \AMS \CRS\login.SDL -q. In the Working Directory Line enter: M:\winapps\pdoxwin.exe. Select the Change Icon... button.

```
┌────────────────────────────────────────────────────────────┐
│  ─                Program Item Properties                   │
├────────────────────────────────────────────────────────────┤
│  Description:       │ Cost Reporting            │  ┌──────┐ │
│                     └───────────────────────────┘  │  OK  │ │
│  Command Line:      │ N:\AMS\CRS\LOGIN.SDL -q   │   └──────┘ │
│                     └───────────────────────────┘  ┌──────┐ │
│  Working Directory: │ M:\WINAPPS\PDOXWIN        │   │Cancel│ │
│                     └───────────────────────────┘  └──────┘ │
│  Shortcut Key:      │ None                      │   ┌──────┐ │
│                     └───────────────────────────┘  │Browse│ │
│                      ☐ Run Minimized               └──────┘ │
│                                                  ┌──────────┐│
│                                                  │Change Icon││
│                                                  └──────────┘│
│                                                    ┌──────┐  │
│                                                    │ Help │  │
│                                                    └──────┘  │
└────────────────────────────────────────────────────────────┘
```

4. In the File Name Field, enter: N:\AMS\CRS\CRS.ICO. Select the OK button.

Change Icon

File Name:	N:\AMS\CRS\CRS.ICO
Current Icon:	

OK

Cancel

Browse...

Help

5. Select the OK button in the Program Item Properties dialog box.

These steps will add the Cost Reporting System application icon to you desktop in the Main group.

Double clicking on the icon will launch the application.

5   Obtain User ID and Password

Contact the system administrator for a user ID and password. Users should change their password after signing on.

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Montreal, Canada
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Cost Reporting System - Users' Guide for System Administrator

Prepared for

Federal Communications Commission

November 3, 1995

Table of Contents

List of Figures

1   Users' Guide Overview

This documentation provides users with an instruction manual on how to operate the Cost Reporting System. American Management Systems, Inc. (AMS) developed this guide for the FCC under Contract 43-3JJJ-5-0833.

The Cost Reporting System (CRS) allows users to view cost data for FCC organizations (e.g. Enforcement Division, Budget Staff). Cost data refers to both allocated and unallocated dollar amounts. Allocated dollar amounts include indirect (i.e. overhead) costs which have been distributed to direct costs. Unallocated costs consists of FFS data which have not been distributed.

The Cost Reporting System is designed to accommodate three types of users:

◆ System Administrator,

◆ OMD Cost Data Viewer, and

◆ Bureau Cost Data Viewer.

The System Administrator user has the ability to add, delete, and/or update activities, projects, organizations, bureaus, and cost data. This user is also allowed to view cost data for all FCC organizations. OMD Cost Data Viewers are allowed to view cost data for all FCC organizations and have no system maintenance capabilities. Bureau Cost Data Viewers are restricted to viewing cost data for organizations within their own bureau and have no system maintenance capabilities.

The remainder of this document discusses, in detail, the specific screens and functions available in the system for System Administrators.

2   Login Procedure

When the user starts the Cost Reporting System (CRS), the system prompts the user to enter a user id and password. See Figure 2-1 for a depiction of the login screen. Each user will have a unique user id and password. The user id governs user access to the system. After the login screen appears, the user enters the assigned user id and password and clicks the OK button to proceed. If the user does not wish to login to the system, then the user clicks the Cancel Button.

Figure 2-1   ***CRS Login Screen***
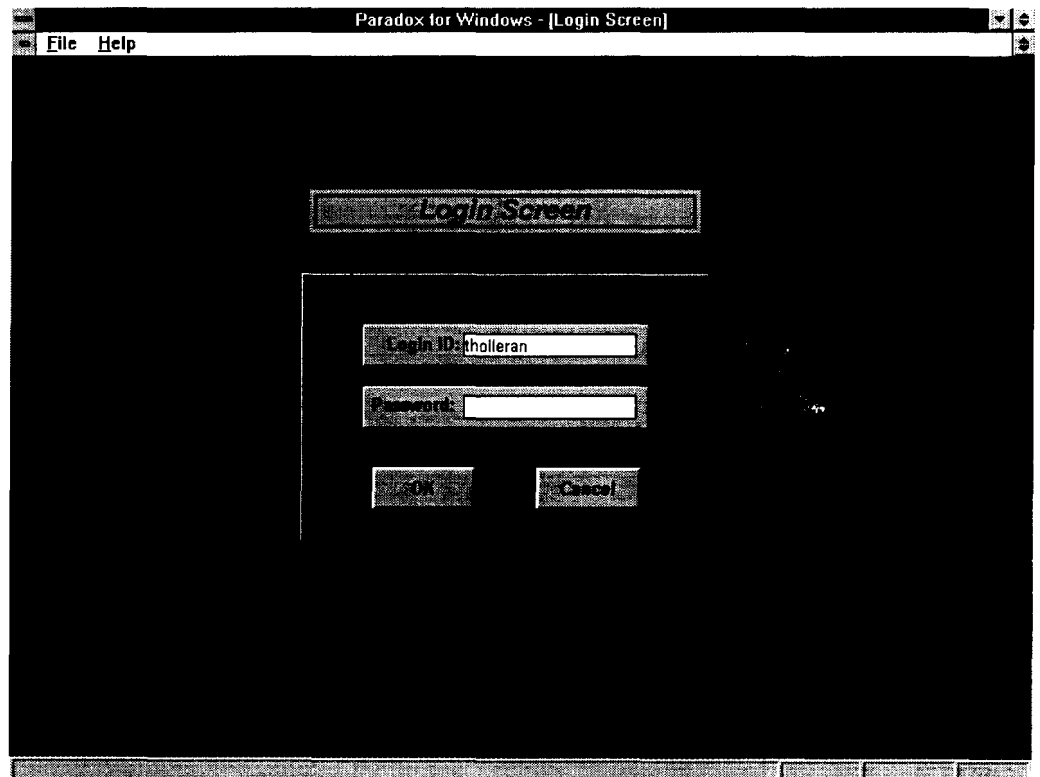
After logging into the system, the user sees the OMD Options screen which has several choices available to the user based on the user's predetermined access capabilities.

3   System Administrator

System Administrators are users who have access to cost data as well as system maintenance privileges These users may look at the direct , indirect, and total costs for any fiscal year and month for all FCC organizations.

After logging into the system, the user sees the OMD Options screen with the following five options:

◆ Summary Reports: This options allows the user to look at cost data for the entire FCC as a whole. Section 3.1 discusses this option in greater detail.

◆ Detail Reports: This option allows the user to view cost data for a specific bureau (e.g., Compliance and Information Bureau) and by organizations within a bureau. Section 3.2 discusses this option in greater detail.

◆ Graphs: This option allows the user to view four graphical representations of FCC costs by Activities and by Projects. Section 3.3 discusses this option in greater detail.

◆ Maintenance: This bring the user to the System Maintenance window. As noted above, only users with system maintenance access will be able to use this button. Section 3.4 discusses this option in greater detail.

◆ Exit CRS: This option exits the user for the Cost Reporting System.

Figure 3-1 shows the OMD Options screen. In the following sections, this guide explains each of the options in further detail.

Figure 3-1   **OMD Options Screen**
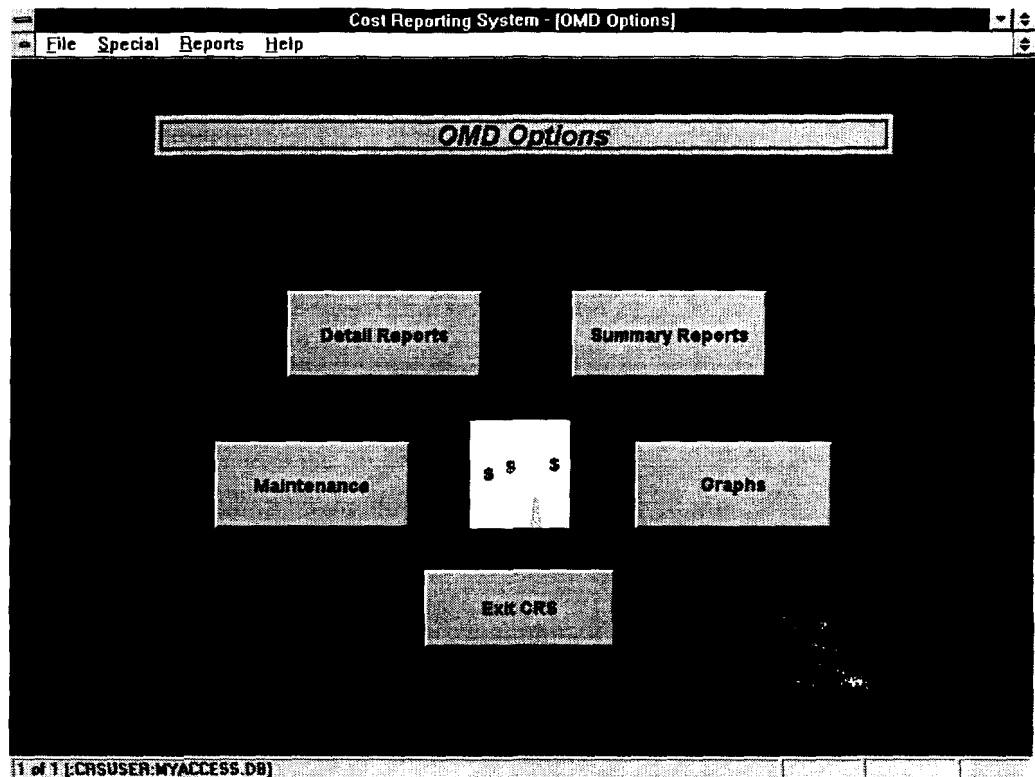
3.1   Summary Reports

After clicking on the Summary Reports button, the Summary Report Options screen appears. This screen is shown in Figure 3-2.

To generate a summary report, the user must first select the appropriate fiscal year for the report. If the user wishes to view monthly data, the user must indicate the fiscal year as well as the month. *Note: If a particular year and/or month is not listed, there is no data available for that year and/or month.*

Figure 3-2　　　　　　　　　　**Summary Report Options Screen**

After selecting the parameters of the type of data to view, the user may select one of seven available reports. The following is a list of the reports:

◆ Unallocated Costs by Activity and Organization,

◆ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum Auction,

◆ Allocated Costs by Activity, Organization, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

◆ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

◆ Allocated Costs by Bureau, Activity, and Project - Excluding Reimbursable Agreements, and Spectrum Auction,

◆ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum Auction, and

◆ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

To view the selected report, the user clicks on the View button. The View button will bring the user to the Data Views window which is shown in Figure 3-3. To return to the OMD Options screen, the user may click on the Close button.

Figure 3-3   **Summary Report Screen**

Code	Project Name	Code	Activity Name	Direct	Indirect	Total
C98	CIB - Special Project	98	CIB - Special	$1,000,000.00	$0.00	$1,000,000.00
N01	Land Mobile - Exclusive Use	10	Authorization of Service	$100,000.00	$23,676.26	$123,676.26
N01	Land Mobile - Exclusive Use	20	Policy and Rule Making	$61,663,243.65	$14,599,551.89	$76,262,795.54
N01	Land Mobile - Exclusive Use	30	Enforcement	$60,931,928.68	$14,426,403.83	$75,358,332.51
			Grand Total:	$204,770,061.00	$46,351,035.00	$251,121,096.00

Cost Reporting System - [Costs for All FCC Organizations]

File   Special   Help

Summary of Allocated Costs by All Projects and Activities

The Summary Report screen is an online view of the data based on the parameters the user selected on the Summary Report Options window.
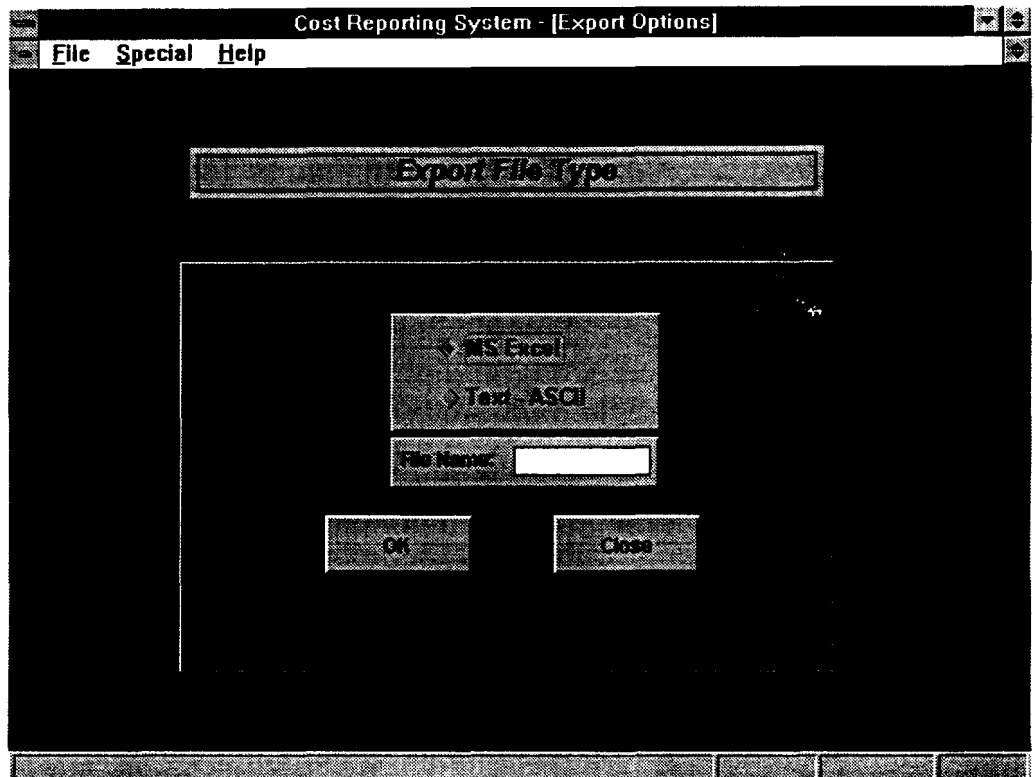
The user may choose any of the following options by clicking on the button:

◆ Export - This button exports cost data to ASCII file or MS EXCEL Spreadsheet.

◆ Print - This button prints cost data.

◆ Close - This button returns user to the Summary Report Options Screen.

If the user clicks on the Export button, the following screen appears:

Figure 3-4   **Export Options Screen**

The user must first select whether to export data to an ASCII text file or MS Excel Spreadsheet. The user must enter the name of the file to which the exported data will be saved. *Note: The filename must not exceed 8 characters and should not include any type of extension. The system will attach the appropriate extension (e.g., '.txt.', '.xls') to the filename.*

should not include any type of extension. The system will attach the appropriate
extension (e.g., '.txt.', '.xls') to the filename.

3.2   Detail Reports

After clicking on Detail Reports button, the Detail Report Options screen appears. This screen is shown in Figure 3-5.

The user must select the bureau and the organization to view as well as whether the costs should be year-to-date or for a particular month. If the data is year-to-date, the user must indicate the fiscal year. The fiscal year drop-down list box contains a list of the available years to view. To create monthly reports, the user must first indicate the fiscal year and then select the month in the fiscal year drop down list box and the month drop-down list box. *Note: If a particular year and/or month is not listed, that is an indication that no cost data exists for that year and/or month.*

Figure 3-5   **Detail Report Options Screen**

After selecting the parameters of the type of data, the user may select one of five reports:

◆ Unallocated Costs by Activity and Organization, and Project

◆ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum,

◆ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursement Agreements and Spectrum Auction,

◆ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum, and

◆ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

If the user wishes to see all of the cost data for a selected bureau, the user may select "All" which, for all bureaus with more than one organization, is the first item in the organization name drop-down list box. Selecting "All" allows the user to view cost data by another report called Allocated Costs by Activity, Organization, and Project.

By clicking on the View Button, the user is bought to the Data Views window as shown in Figure 3-6.

Figure 3-6   ***Detail Report Screen***

Cost Reporting System - [Costs for Selected Organization]	▼	♦
File Special Help		♦

Allocated Costs by Activity and Project
- Excluding Reimbursable Agreements and Spectrum Auction

Bureau Name : Office of Engineering and Technology   Fiscal Year : 95

Organization : Office of Engineering and Technology

| Activity Name	Code	Project Name	Direct	Indirect	Total	
Authorization of Service	N03	Interactive Video Digital Service (IVDS)	$228,894.00	$54,193.55	$283,087.55	◘
Policy and Rule Making	N01	Land Mobile - Exclusive Use	$801,129.00	$189,677.41	$990,806.41	
Enforcement	N01	Land Mobile - Exclusive Use	$114,447.00	$27,096.77	$141,543.77	
Public Information Services	N01	Land Mobile - Exclusive Use	$228,894.00	$54,193.55	$283,087.55	
		Grand Total:	$1,373,364.00	$325,161.28	$1,698,525.28	◘

Export   Print   Close

2 of 4 [:CRSUSER:REPORT0.DB]

The user may export cost data by clicking the Export button. After clicking the export button, the user views the Export Options screen shown in Figure 3-7.

Figure 3-7   **Export Options Screen**
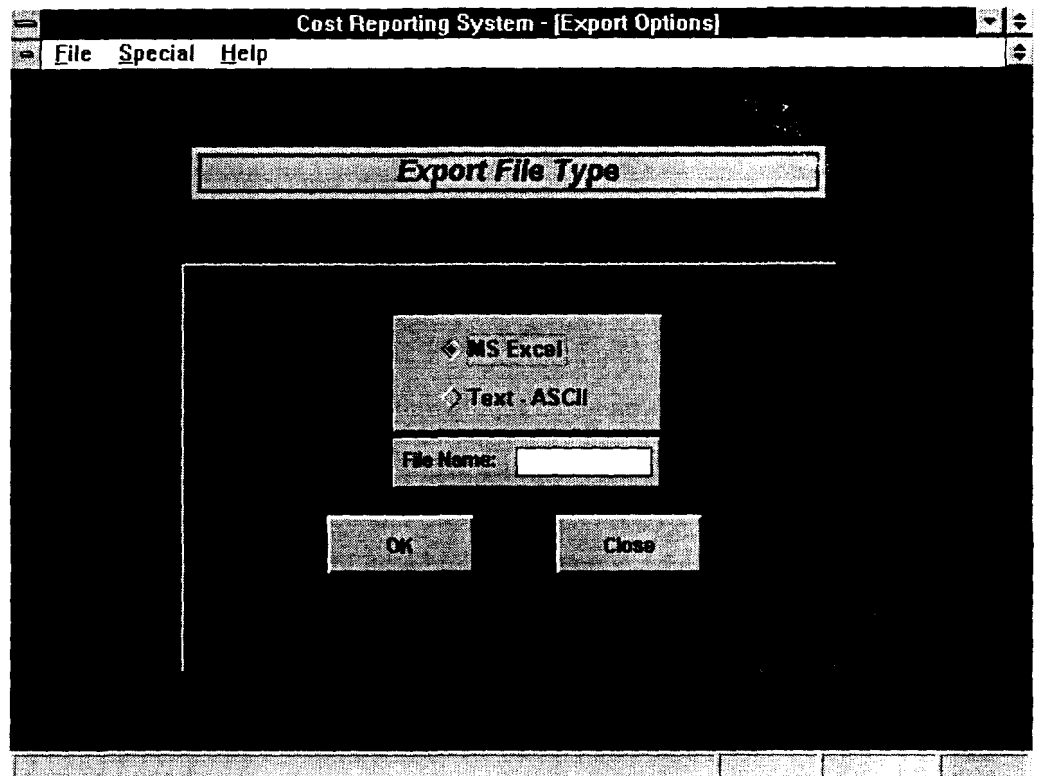
The user must first select whether to export data to an ASCII text file or MS Excel Spreadsheet. The user must enter the name of the file to which the exported data will be saved. *Note: The filename must not exceed 8 characters and should not include any type of extension. The system will attach the appropriate extension (e.g., '.txt.', '.xls') to the filename.*

3.3   Graphs

After clicking the Graphs button, the Graph Viewing Options screen appears. Figure 3-8 represents the screen. Users must select the fiscal year and month and then have the option of viewing data in a graphical representation for

Activities and Projects. The user may view a bar chart as well as a pie chart of allocated activity and project costs.

Figure 3-8   **Graph Viewing Options**
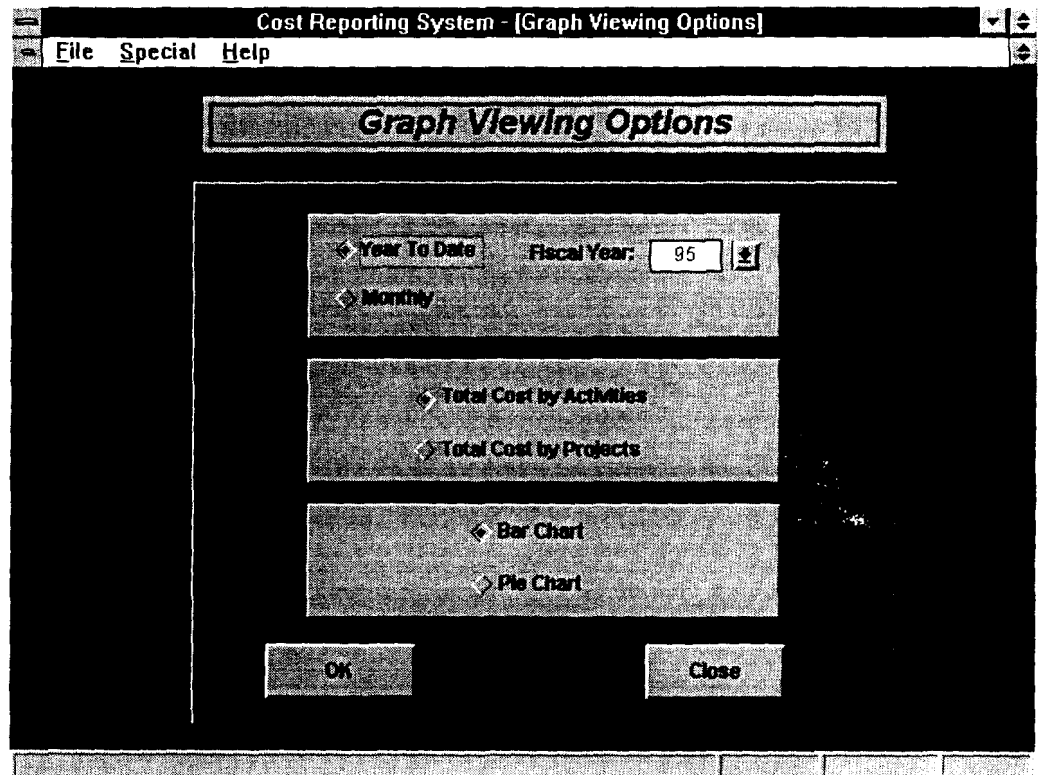
The user may click the OK button to view their graphical displays and the Close button to return to the previous screen. Figure 3-9 depicts a bar graph view of FCC costs allocated by Activities.